

UNITED STATES BANKRUPTCY COURT

Southern District of Indiana

Indianapolis Division

CASE ADMINISTRATOR

(Announcement #24-3)

Salary: CPS 24/25 (\$43,811-\$78,680) dependent on qualifications and experience

APPLICATION DEADLINE: May 10, 2024

Case Administrators manage the progression of bankruptcy cases and related adversary proceedings from case opening to final disposition by maintaining official case records, monitoring for completion of required procedural steps, and performing various functions in accordance with approved internal controls, procedures, and rules. Incumbent performs customer service, providing procedural information and basic CM/ECF instruction, and performs other duties as assigned.

DUTIES AND RESPONSIBILITIES

- Monitor the progress of bankruptcy cases and related adversary proceeding cases from opening to closing to ensure their orderly and efficient movement through the court .
- Monitor case records for conformity with appropriate rules, practices and/or court requirements .
- Review and ensure the accuracy, timeliness, and quality of data entered in the Case Management/Electronic Case Files (CM/ECF) database .
- Prepare, analyze, and ensure the accuracy of various case management reports.
- Generate notices related to bankruptcy case events.
- Perform front counter duties: Process filed documents, perform financial transactions, manage archiving/records matters, and collect appropriate fees.
- Provide appropriate case information to the public, members of the bar, and other parties involved in bankruptcy cases over the telephone, in writing, or at the front counter.

QUALIFICATIONS

Candidate must have a high school diploma or equivalent and two (2) years of general experience such as clerical or administrative experience requiring regular and recurring application of clerical procedures demonstrating the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology, such that is found working in law firms, banking and credit firms, insurance, or real estate companies. Some or all of the two years of required general experience may be substituted with education above the high school level.

For placement at CL 25 candidate must also possess at least one year of specialized experience that includes the routine use of specialized terminology and automated software and

equipment for word, data entry or report generation. Educational substitution is not available for specialized experience.

PERSONAL QUALIFICATIONS

Candidate should possess excellent oral and written communication skills as well as excellent organizational and multi-tasking skills. A professional demeanor is required. Candidate must be able to interact respectfully and tactfully with all levels of customers and be able to work under pressure while managing a variety of duties and projects requiring accuracy and attention to detail. The ability to maintain confidentiality and use sound judgment is a must. Experience with Word is required. Previous experience in bankruptcy or a legal field and familiarity with the court's CM/ECF system is a plus.

BENEFITS

The United States Courts offer benefits to full-time employees which include:

- 11 paid holidays per year
- 13 - 26 paid vacation days (dependent upon years of service)
- Paid sick leave.
- Health, dental, vision and life insurance options
- Flexible spending accounts for medical/dependent care/commuter expenses
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Thrift savings (retirement) plan with employer matching

CONDITIONS OF EMPLOYMENT

Applicants must be a U.S. citizen or eligible to work in the United States. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available for review at <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. A background investigation including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Employees of the United States Bankruptcy Court are "at will" and can be terminated with or without cause at any time. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

HOW TO APPLY

Resumes should be mailed to: HRDept@insb.uscourts.gov. Include "Case Administrator" in the Subject Line. E-mailed documents must be in Word or PDF format. Zip files will not be accepted. Due to the anticipated number of applications, only the best qualified applicants will be contacted for a personal interview. **Faxed and mailed résumés will not be accepted.**

The Court is an Equal Opportunity Employer. The Clerk reserves the right to modify the conditions of this job announcement by withdrawing or filling more than one position described herein. The United States Bankruptcy Court is a smoke-free environment. Please note that federal judicial employees are governed by certain ethical guidelines that prohibit engaging in any political activities, whether partisan or nonpartisan.